



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## RECORDS MANAGEMENT ANALYST II

Job Number: 20001060

Job Code: 50430V151116

Job Group: 5000 - LIBRARIES

Job Established: 04/16/1983

Job Revised: 11/16/2015

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees performing functions relating to records research and retention schedulings. Performs specialized professional records management functions; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional records management experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study will substitute for the experience on a year-for-year basis not to exceed two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience in records management work will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees involved in records research and in the preparation of retention schedules. Evaluates staff performance. Plans, develops and instructs records management workshops to records officers in state and local government staffs involved in the retention and/or disposal of records. Analyzes each records series for agency use, legal significance, audit value, historical significance, records flow, records volume and media use. Prepares records retention and disposal schedules that reflect the statutory and administrative requirements in a given agency. Evaluates and answers inquiries from state and local government agencies relating to records management procedures and systems. Assists in the creation and/or revision of forms, manuals and publications. Prepares records for transfer into the division. Assists in the destruction of records in the agency. Interprets and enforces rules, regulations and policies of the records management program. Performs research of laws, regulations and records usage. Writes reports and correspondence as assigned.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work involves constant handling of heavy records boxes (approximately thirty pounds) and use of a mobile ladder.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or library setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*